

TO: Deputy Director (Administration)

FROM: Chief, Administrative Services

SUBJECT: *7 Jan 1952*

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1. In view of the decision by the Director, CIA, that centralized administration would continue, a meeting was held with Mr. [REDACTED] Chief, Administration and Logistics Staff, OPC, on Monday, 17 December 1951, at which time a number of problems in the real estate, machine records, reproduction and printing, and transportation fields were discussed.

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2. The discussion led to the fact that Mr. [REDACTED] staff must of necessity look to the area divisions for information with regard to future operations and that the planning within the area divisions is rather difficult due to the lack of a sufficient number of trained experts in determining support requirements, in a completely satisfactory manner.

3. Planning is, of course, the first phase of the problem; the second phase obviously is implementation. At the present time Administrative Services would not be in a position to give support to planned operations in the future because of a lack of information regarding these plans. It is quite obvious that Administrative Services will have to materially assist the area divisions, through the Chief, Administration and Logistics Staff, in developing concrete plans acceptable to the Project Review Committee which are sufficiently clear-cut to provide implementation.

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4. At this meeting, I suggested to Mr. [REDACTED] that, with the approval of the DD/A, Administrative Services could establish what I would call a Field Group, which would be in addition to the normal T/O of Administrative Services, primarily for the purpose of recruiting skilled and experienced personnel and training [REDACTED] these personnel in Administrative Services, and upon request provide such personnel to OPC for integration into the departmental area divisions to assist in planning activities or into the field operations, as the case may be.

5. Plans at the present are not sufficiently complete to support a Field Group. However, if administrative support is to be given as required by OPC, recruitment and training action must be taken now. For that purpose, I recommend fifty (50) additional positions ranging from GS-7 to GS-14 for recruitment and training, in accordance with schedules of tentative requirements to be agreed upon with representatives of OPC.

*In this manner Administrative Services would be in a position to provide trained personnel to the area divisions for implementation and also to supply personnel for overseas bases.*

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6. In view of the fact that this matter affects almost every other administrative activity in the same manner that it affects Administrative Services, and in some cases to a greater extent, I recommend that the establishment of Field Groups for the same purposes be authorized for other administrative activities.

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CONCUR:

Chief, Admin. & Logistics

Date

Assistant Director, OPC

Date